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GALLERY OF CONTRIBUTORS

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**Robin L. Brandt Hutchison** is preservation lecturer at the Cushing Memorial Library, Texas A&M University. She earned an M.A. in English from Texas A&M University in 1993.



**Frank Burke** was executive director of the National Historical Publications and Records Commission from 1975 to 1988, except for the period from April 1985 to December 1987 when he was Acting Archivist of the United States and Acting Chairman of the NHPRC. On his retirement from federal service in 1988, he was appointed professor of archival studies in the College of Library and Information Services at the University of Maryland, from which he retired in 1996 as professor emeritus.



**Richard A. Cameron** has worked at the National Historical Publications and Records Commission since June 1988 and is currently the NHPRC's Director for State Programs. From 1980–1988, Cameron was Field Director in the Division of Library and Archives of the Minnesota Historical Society. During that time period he took a year's leave to serve as a program officer at the National Endowment for the Humanities in the Research Resources. He began his archival career in 1976 as the University Archivist and Curator of the Area Research Center at the University of Wisconsin-Eau Claire. Cameron received his B.A. and M.A.T. from the College of Wooster and continued his graduate education in American Literature and Library Science at the University of Wisconsin-Madison, where he received his archival training at the State Historical Society of Wisconsin.



**Thomas Connors** has been archivist and curator at the National Public Broadcasting Archives at the University of Maryland since 1993. Prior to that he has worked as a consulting archivist to the Bancroft Group, a researcher/interviewer in the UCLA Oral History Program with a focus on labor leaders of Southern California, and has held various archival positions at the George Meany Memorial Archives, the University of Vermont Library, and the Yale University Library. Connors was recently elected to serve on the SAA Council; his term will begin at the 2000 Annual Meeting.



**Barbara L. Craig** is an associate professor of archives in the Faculty of Information Studies of the University of Toronto. She has a Ph.D. in Archives Studies. Prior to joining the University of Toronto in 1993, she worked as university archivist and head of Archives and Special Collections at York University, and from 1970 to 1989 she was an archivist at the Archives of Ontario.



**Luciana Duranti** is a professor in the Master of Archival Studies Program at the School of Library, Archival and Information Studies of the University of British Columbia, Canada, where she has taught since 1987 and has occupied the position of Associate Dean Research for the Faculty of Arts. She is also presently directing InterPARES, an multinational interdisciplinary research project on the permanent preservation of the authenticity of electronic records. Prior to joining UBC, Duranti was a Researcher-Professor in the Special School for Archivists and Librarians at the University of Rome, Italy; served as State Archivist in the State Archives of Rome; and was Project Archivist for the Italian National Research Council.



**Elisabeth Kaplan** is the archivist at the Charles Babbage Institute for the History of Information Processing at the University of Minnesota. She has worked at the Massachusetts Institute of Technology Archives, the audiovisual department of the John F. Kennedy Library, and the archives and special collections department at Iowa State University.



**Paul McCarthy** recently became director of libraries and information technology at the University of Alaska, Fairbanks. Prior to that he was executive director of OCLC/WLN Pacific Northwest Service Center and president and CEO of WLN prior to its merger with OCLC. McCarthy served as director of libraries at Rasmuson Library, University of Alaska Fairbanks from 1987-1993, after many years as archivist of the University of Alaska Fairbanks, including archivist and head of the Alaska and Polar Regions Department.



**Ann Clifford Newhall** is executive director of the National Historical Publications and Records Commission, a position she has held since August 1998. Previously, she headed the archives of the United Nations High Commissioner for Refugees, the Food and Agriculture Organization of the United Nations, and the Ford Foundation. She began her career in the Department of Manuscripts and Archives at Yale University's Sterling Memorial Library, where she worked on archival and documentary editing projects. She holds graduate degrees in history from Southern Connecticut State University and in American Studies from Yale University.



**James M. O'Toole** is associate professor of history at Boston College. For fifteen years, he directed the M.A. program in history and archival methods at the University of Massachusetts-Boston. O'Toole's work on his article with Barbara Craig in this issue resulted in part from his participation in the 1997 Research Fellowship Program for the Study of Modern Archives, administered by the Bentley Historical Library of the University of Michigan, and funded by the Andrew W. Mellon Foundation, the National Endowment for the Humanities, and the University of Michigan.



**Beth M. Russell** is currently head of Special Collections Cataloging at the Ohio State University Library. Previously, she was original cataloging librarian at the Cushing Memorial Library, Texas A&M University. She earned an M.A. in history from the University of Kansas in 1994 and an M.L.I.S. from the University of Texas in 1996.



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SPECIAL SECTION



# Twenty-Fifth Anniversary of the Records Program of the National Historical Publications and Records Commission



**The National Historical Publications and Records Commission, November 1999.**

Left to right, front row: Mary Maples Dunn (American Historical Association), Anne R. Kenney (Society of American Archivists), Chairman John W. Carlin, Alfred Goldberg (U.S. Department of Defense), Howard P. Lowell (National Association of Government Archives and Records Administrators); back row: Margaret P. Grafeld (U.S. Department of State), Brent Glass (American Association for State and Local History), William H. Chafe (Organization of American Historians), Marvin "Bud" Moss (Presidential Appointee), Associate Justice David H. Souter (U.S. Supreme Court), Nicholas C. Burckel (Presidential Appointee), Charles T. Cullen (Association for Documentary Editing). Absent: Rep. Roy Blunt (U.S. House of Representatives), Sen. James Jeffords (U.S. Senate), and Winston Tabb (Library of Congress).

In 1999, the National Historical Publications and Records Commission (NHPRC) marked the twenty-fifth anniversary of the creation of its records program. To mark this occasion, this issue of the *American Archivist* contains four articles that focus on the NHPRC's records component, both historically and looking into the twenty-first century.

Frank Burke begins this special section with a concise history of the NHPRC and a detailed account of the origins and development of the NHPRC records program for roughly its first decade. With his long tenure as Executive Director of the NHPRC during the 1970s and 1980s, Burke is well qualified to discuss some of the tumult, conflicts, and limitations experienced in those formative years.

Next, Richard Cameron, currently Director of State Programs for the NHPRC, examines the idea of a national records program from the late 1980s through the late 1990s. He focuses on the NHPRC's efforts to apply the twelve elements that make up the National Records Program Elements it endorsed in 1988, and the progress made by the archival profession in the United States in the areas defined by the Program Elements. Cameron also discusses the NHPRC's most recent strategic plan and the continuing relevance of a national records program in the future, with the NHPRC as a key player.

Third, Ann Clifford Newhall, Executive Director of the NHPRC, looks at several aspects of the NHPRC's records program, concentrating on the NHPRC's electronic records program, its collaborative efforts with state record boards to establish a national archival infrastructure, and the NHPRC's support for the continuing education of the archival profession and for the documentation of diverse groups throughout the United States. Newhall also discusses how the NHPRC is addressing the challenges of the future, particularly new record formats and the budgetary constraints confronting archivists nationwide.

Finally, Paul McCarthy concludes this section with a look at the Burke, Cameron, and Newhall pieces individually and as a group, noting what they highlight, as well as what issues remain for the future.

## SOCIETY OF AMERICAN ARCHIVISTS

## Council Meeting Minutes

August 23, 1999—Pittsburgh

President Luciana Duranti called the meeting to order at 8:39 a.m. Present was Vice President Thomas Hickerson, Treasurer Robert Sink, and Council members Valerie Browne, Fynnette Eaton, Anne Gilliland-Swetland, Dennis Harrison, Peter Hirtle, Karen Jefferson, Jane Kenamore, Helen Tibbo and Wilda Logan Willis. Also present was incoming Council member Mark Greene and Executive Director Susan Fox.

**Adoption of the Agenda**

Hirtle moved adoption of the agenda as modified by the Executive Committee. Eaton seconded. PASSED.

**Approval of Minutes of the June 1999 Meeting**

Hirtle moved approval of the minutes. Eaton seconded. PASSED.

**Report of the Executive Committee**

Hirtle reported on electronic transactions by Council and the Executive Committee since the last Council meeting. The Executive Committee approved participation with the American Association of Museums and the Association of Research Libraries on a proposed planning grant to increase diversity within the professions. The Executive Committee also approved

using SAA's name in a proposal developed by Duke University to the Delmas Foundation in support of travel expenses for the EAD Working Group.

**Report of the President**

Duranti reported on the appointment of members to the Task Force on Continuing Education (Richard Cox, Chair; Paul Conway, Susan Davis, Tim Ericson, David Haury, Bill Landis, Wilda Logan Willis, Reneta Webb). Because of lack of feedback requested from sections on the issue of NARA's Naval Research Laboratory Records, Duranti appointed Gilliland-Swetland to represent SAA in the matter.

**Report of the Vice President**

Hickerson reported on his committee appointments. He said that SAA had been asked to participate in a University of Maryland Electronic Records Conference. Hickerson moved and Eaton seconded the motion that SAA participate in the proposal and planning process with the University of Maryland, with the idea that SAA would be a co-sponsor of the meeting. PASSED. After a discussion regarding which other organizations would be asked to co-sponsor and about the intended audience for the conference, Tibbo agreed to represent SAA on the conference steering committee.

## Report of the Treasurer

Sink said he would address three areas: an update on the budget, a review of his presentation to the business meeting regarding the dues increase, and a report on a conversation he had with Hickerson regarding fundraising for the Society.

He said there was not much new to report on the budget, since SAA was only in its seventh week of the new fiscal year. He did, however, have the final FY99 figures, which showed SAA with a surplus of \$12,632, which would be added to the reserve fund. If the Society had fully budgeted for the reserve, however, the budget would have reflected a deficit of approximately \$22,000.

Hirtle asked about the reserve fund policy. Sink said that the auditors were preparing a recommendation for Council about what they consider to be a proper reserve fund policy.

Sink said he wrote a column for the May/June issue of *Archival Outlook* explaining the necessity of a recommended dues increase. The column was also posted on the website. He received no comments. When he posted the recommended increase to the SAA leadership listserv he received two comments, both of which said they were persuaded by the need. He said he would hold an "open house" during the annual meeting to solicit further comments.

Hirtle said he thought the dues increase should have an inflation factor built in so that it wouldn't have to come to the business meeting every time.

Sink then reported on fundraising planning. He said it was important to look at fundraising as a broad category, from the current situation of an annual appeal to what might ultimately become a capital/endowment campaign. What was needed was a survey of the landscape of possibilities. The first and most important step was to develop a philosophy of support for SAA among membership. That step was enhanced greatly by the fact that to date six Council members had contributed over \$1,000 since the last Council meeting in June when Council passed a resolution supporting 100% Council participation in the

fundraising campaign. He said there was conflicting opinion on Council regarding the issue and he had had conversations with those individuals. The Executive Committee discussed the issue and reiterated support for the new policy. Nonetheless, future Councils would have the opportunity to revisit the issue if they so desire. The issue that came to the fore was the concern that the requirement not in any way put a barrier on any member wishing to agree to run for Council. Sink said that it would be important to emphasize to prospective nominees that there was no set dollar figure of support, it could be \$1 or \$5. If, however, the Nominating Committee found a candidate that could not meet that requirement (for example, a member of a religious order) then another Council member could step in and contribute in that person's name.

Browne expressed high discomfort with the requirement, especially for the Council members coming on who did not know about it beforehand. She feared it would make it difficult for the Nominating Committee to recruit candidates.

Tibbo said people who belong to boards of directors are commonly asked to contribute to the organization. The difference in this case was that the SAA Council was not a philanthropic board. Administrative boards are often *not* asked to contribute and by doing so Council might be mixing apples and oranges, especially because SAA did not have a foundation to serve the development function.

Hickerson said he saw it very differently. What Council voted on was the fact that it was in favor of a fundraising campaign for the Society, and that Council, to feel open about soliciting from colleagues, would need to say, "we have given." Previous Councils had had this in place. If Council wanted to vote in January to rescind the resolution, it certainly could do that. But this was an effort to create cohesiveness, a mutual agreement. He suggested that was the spirit in which the resolution was adopted. The minimum really is a minimum, \$5 or less.

Jefferson said it would be possible to have Council vote every year to support 100% participation so that each Council

member could confirm or reconfirm their commitment. This approach would reaffirm the concept and bring the new Council members up to speed on fundraising and expectations.

Greene concurred that each new Council should have a formal opportunity to revisit the donation issue. He was uncomfortable with the requirement because it seemed to overlook the out of pocket expenses that most Council members already made above and beyond their normal membership expenses, such as extra days at the annual meeting and the cost of travel and lodging for one of the two additional Council meetings. Shouldn't these personal expenses, made to further the work of SAA, be considered donations? To then ask Council members to contribute more seemed excessive.

Sink said he thought it was important to ask Council to contribute to the annual giving campaign because philosophically it would be difficult to ask people to give when leadership did not. SAA's success was the volunteerism of membership. Many members gave in many ways, both in time and money. Council needed to take the lead with 100% participation. It wasn't the amount that was important, it was the fact that Council needed to take the lead. It was also important that no one be prevented from running for Council because of this expectation.

Hickerson noted that Council voted to raise the profile of fundraising within SAA, of doing a better job of encouraging participation. He said it was entirely possible that at every winter Council meeting resolutions would be offered to suspend actions or motions of prior councils. He saw it as important, however, to introduce the concept of a philosophy of support for SAA.

Hirtle returned to the FY2000 budget and noted how close to the line SAA operated, especially given the fact of the recent economic boom had buoyed the economy overall. He applauded the recent institution of program area cost accounting, which he said would allow Council to make informed decisions about resource allocation and possible downsizing.

Hickerson said the new strategic plan would help Council focus on priorities when looking at cost centers.

Duranti stressed it was important for SAA to be involved in research so it could identify new intellectual resources, such as EAD. One big problem with the dissemination of research, she said, was how slow the process was within SAA, especially with Scarecrow Press. She said SAA should be firm in participating in groundbreaking research, but should engage a faster production cycle. A book with Scarecrow took three or four years to be published. By the time a reader had a book in hand everything in it would be out of date. Duranti recommended that Council communicate to the new Scarecrow Press editor this displeasure and, if no action occurred to rectify it, find another publisher.

She said the key issue of how SAA identifies areas important to the profession and makes money for the profession raised interesting questions about how to internationalize the practice. Gilliland-Swetland said it was also tied to SAA's image as a leader in the profession. If the Society was able to establish that foothold, it would attract more professionals.

### **Report of the Executive Director**

Fox gave an update on the statistics for the annual meeting. She said that she expected over 1,000 people to attend and noted that for the first time ever there were no canceled tours. She reviewed key annual meeting events that required Council attendance.

She then gave a brief report on her research into implementing a system of monthly or quarterly automatic credit card deductions of member dues. After posting a query to the Association Executive listserv and speaking with individuals in allied associations she determined that those associations who use automatic deductions were able to do so because their banks provided the service to larger associations as an added incentive to do business with that bank. SAA kept most of its funds in interest bearing money markets (Merrill Lynch) and used the bank as a pass-through account only.



Therefore, the bank had little incentive to offer the service free of charge. The fees for implementing the service were very high and would have to be recovered as an added service charge which would, in turn, be a disincentive for members who might wish to take advantage of it.

Fox concluded her report by noting that she had a demonstration CD of the newly redesigned SAA Web site due for September launch. She encouraged Council members to borrow the CD to see the many improvements in store.

### **Council Committee on Committees**

Gilliland-Swetland reported that the EAD Working Group had applied to have EAD become an SAA standard. The Standards Committee had reviewed the application and would send it on to Council with a recommendation that Council approve the request.

### **Conference Call with the Archivist of the United States**

Archivist of the U.S. John Carlin joined the Council meeting via speaker phone, as did his colleagues Lewis Bellardo and Lori Lisowski. Carlin apologized for not being able to attend the Council meeting in person, explaining that August was always peak season in the federal budgetary process, which necessitated a conference call. He said he was looking forward to coming up to the annual meeting in a few days' time. He then described the budget and appropriations process in some detail, expressing optimism for a positive outcome for the agency.

Council engaged in a brief status report discussion with Carlin on issues of declassification, archival education, the definition of an archivist, and data standards.

Duranti thanked Carlin for his time.

### **Committee on Sections and Roundtables**

Jefferson said she would be meeting with the Business Archives Section at their request to discuss issues of concern that had built up over the year. Hickerson and Sink said they would join her at the meeting.

### **Committee on Task Forces, Boards, Representatives**

Council engaged in a general discussion about the pros and cons of having a Standards Committee liaison from each section and roundtable. The Standards Committee expressed a need to filter incoming standards so that only those with explicit archival impact are distributed for comment. Council concluded that Kris Kiesling, incoming Standards Committee chair, should be asked to propose a restructuring of the committee. Council also decided to solicit feedback from sections and roundtables about the idea of establishing a formal liaison with the Standards Committee.

Willis gave a brief report on the plans of the Task Force on Continuing Education to meet with CEPD and others during the annual meeting.

Jefferson inquired about Council's intentions for the recommendations from the Task Force on Diversity. She said SAA needed some kind of reporting mechanism on diversity issues. Even though Council adopted a position statement, it was important to communicate the true nature of the Society's commitment to diversity. Perhaps an annual progress report from the Vice President, President, or Executive Director? Have units include diversity issues in their annual reports? She opened the floor for discussion.

Browne thought it was important to build diversity into the new strategic plan. Gilliland-Swetland said SAA should publish brochures in Spanish. Greene said CEPD was gathering information on archival publications in other languages as a resource. Duranti said that Lodolini had been translated into Spanish, perhaps SAA should add this to the publications catalog.

Willis saw a need to address diversity on SAA committees, such as the Program and Host Committees. Perhaps a session on how to develop program proposals was needed in order to encourage more diversity.

Sink said he saw that promoting diversity was Council's job and an important first step before soliciting reports and engaging in evaluations. Council needed to develop a statement that could be read to all groups,

reiterated at various fora. He recommended thinking in terms of promotional steps before thinking in terms of reporting.

Hickerson said what was needed was an objective for the new strategic plan that would help develop select criteria that would need to be reported upon as representative of SAA's diversity efforts. He saw a need for a specific agenda item on activity lists.

### **Archives List Advisory Committee**

Greene and Pearce-Moses agreed to serve on the Committee, with Eaton as Chair. Fox said she would add the committee to the leadership list.

### **Fellows Focus Group**

Eaton said that all Fellows asked to participate in a Fellows Focus Group agreed, and that she and Jim Fogerty were looking to identify how the funds would be used and would be soliciting ideas from the group about what kind of fundraising event to plan for Denver.

### **Old Business**

Hickerson introduced the proposal from the Academy of Certified Archivists to establish a Commission on the Future of the Archival Profession. He said he was generally supportive of it, but he thought it could be stronger if developed as a joint proposal between SAA and ACA.

After general discussion, Tibbo and Kenamore agreed to work with ACA President David Gracy in developing the proposal for submission to the NHPRC. Council agreed that SAA desired that the study not establish a permanent Commission, but that it be established to perform the study and to explore how best to accomplish research in the field. SAA participation in the commission should be in equal partnership with other participants. The funding could

be administered through the SAA central office and would be used to hold meetings, hire research, and publish results. The proposal should include an invitation for NAGARA, the Association of Canadian Archivists, and other allied associations to also participate.

Sink recommended that enhancement of the role of graduate archival educators should also be built into the proposal as a resource or to be in specific reference. In other words, have at least two graduate archival educators serve on the commission.

Hirtle said he was concerned that the draft proposal expressed goals which went beyond the Academy of Certified Archivists mission as a certifying organization and blurred into the SAA organizational mission. He said he was uneasy that SAA might be aiding the ultimate development of yet another competing organization.

Greene introduced a draft letter to the Senate objecting to proposed legislation, S.217, a bill to amend the IRS Code of 1986 to remove the ambiguity of the tax consequences of donating personal papers to libraries and archives. After discussion of the pros and cons of the proposed legislation and its impact on the profession, Council recommended that Greene revise the letter to make explicit SAA's belief in equal access to materials.

### **New Business**

Hirtle moved that Fox update the Council Handbook to reflect the idea that the President serves in ceremonial capacity throughout the annual meeting but that the new Council and officers take office officially at the close of the annual business meeting. Eaton seconded. PASSED.

The meeting adjourned at 4:52 pm

SUSAN E. FOX

*Executive Director*

Approved by Council January 29, 2000



SOCIETY OF AMERICAN ARCHIVISTS

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# Council Meeting Minutes

## August 28, 1999—Pittsburgh

President H. Thomas Hickerson called the meeting to order at 5:50 p.m. Present was Vice President Lee Stout, Treasurer Robert Sink, and Council members Fynnette Eaton, Mark Greene, Becky Haglund-Tousey, Dennis Harrison, Karen Jefferson, Jane Kenamore, Richard Pearce-Moses, Helen Tibbo, and Wilda Logan Willis. Also present was Executive Director Susan Fox.

### Adoption of the Agenda

Eaton moved and Kenamore seconded the adoption of the agenda as amended. PASSED.

### Report of the President

Hickerson welcomed the new Council members. He said they could look forward to a demanding, enjoyable, and satisfying job over the course of the next year. He said that deliberations within the past year were excellent because they were conducted in a manner of personal respect for one another. While Council at times needed to confront difficult issues, Council members realized the need to be caring in presenting information. It was also important to be caring about confidentiality and the way information was to be conveyed outside of Council. It was important to be responsible.

### Report of the Vice President

Stout said he was happy to be back at the Council table. He had not yet appointed a Chair of the Appointments Committee, but Marisa Keller agreed to serve as chair of the 2001 Host Committee and Karen Benedict would chair the Program Committee. A number of other people had graciously volunteered their service in various capacities, but he was open to all suggestions.

### Report of the Treasurer

Sink said the passage of the 7% dues increase at the Business Meeting suggested that perhaps he should have recommended a 10% increase, because the 7% will keep SAA just at the status quo. It was very likely that Council would have to look again at another dues increase in two years' time. He said all would need to follow the Society's finances carefully. Membership had voted that they would rather Council come to them for the increases, and not, as proposed, have automatic cost of living adjustments to the dues rates. The mandate would require that Council monitor finances closely.

Greene said he hoped that during the coming year Council would be willing to look seriously at reducing expenditures to be able to postpone any further dues increases.

## Report of the Executive Director

Fox said she had no report.

## SAA Units

### SAA/ARMA Joint Committee

Kenamore reported that the current chair of the SAA/ARMA Joint Committee, Jim Tammaro, would be resigning his term as the SAA appointed Chair in April. It would then be ARMA's turn to appoint a new chair for the committee, an individual yet to be identified. She said that the Joint Committee planned to contact the chair of the 2000 Program Committee, Jackie Dooley, to ask that special consideration be given to records management sessions.

Hickerson said he was asked to go to the ARMA board meeting in October to talk about cooperative opportunities between SAA and ARMA. He hadn't had a chance to look at his schedule, but he would try to attend.

### CEPD

Greene distributed CEPD's draft "definition of an archivist." He said the definition evolved out of a request that NARA had made to Council who then assigned it to CEPD. CEPD asked Greene to compose the first draft. That draft, somewhat modified by CEPD, was now on the table. He said he went to established SAA sources such as the PACE and M.A.S. guidelines for assistance in developing the definition.

Jefferson asked if CEPD considered the Academy of Certified Archivists role delineation in coming up with the definition. Greene said there had been discussion about whether or not the ACA role delineations on the one hand were an appropriate statement or if they would add to the basic gist of the definition. CEPD decided they did not. However, he said, this was ultimately Council's document and Council's decision.

Tousey asked why the document had been requested. Eaton said that when Council engaged in a conversation with NARA they were trying to redraft the definition of an archivist to give them a broader context in order to think beyond the crite-

ria of having taken a certain number of courses in American history.

Hickerson suggested that the best way to consider the document would be to send it to the Council listserv in order to begin to build a sense of direction.

### Standards Committee

Eaton moved that Council accept the Standards Committee recommendation that EAD be adopted as an SAA standard. Kenamore seconded. PASSED.

Pearce-Moses said that a separate document detailing the budgetary implications of adopting the standard would also need to be developed.

Greene said the Privacy and Confidentiality Roundtable had developed guidelines for lawyers' case files. The Roundtable had inquired whether these guidelines should be considered a potential standard or if there was another avenue they could pursue. Hickerson said there were three kinds of standards listed in the Standards Committee guidelines, so it would be appropriate for the guidelines to indeed go through the Standards Committee.

### Ethics Committee

Kenamore reported on the Ethics Committee Guidelines. She said the committee studied the codes of ethics from other Societies and found some guidelines stricter than others and therefore some had more stringent rules. She suggested that Council review the draft guidelines and vote on passage at the winter meeting.

Hickerson said that the guidelines had come before Council twice before and both times were sent back for revisions. Ideally, it would be best to know if there were any issues with the document prior to the winter meeting. He wanted to ensure that Council dealt with the issue expeditiously in January. He requested comments on the guidelines by the end of September.

### Task Force on Continuing Education

Willis reported that the Task Force on Continuing Education met for the first time

that week. The task force spent 90 minutes with CEPD discussing a range of issues and received a wide range of input. They decided to begin first by reviewing and collecting data, and they would be working with the NHPRC education conference organizers. Task force members would also be attended that conference.

Hickerson said that Council should appoint members to attend that conference. NHPRC had five slots reserved for SAA, Council would need to look at the best way for SAA to be represented. The Task Force and CEPD would need to be represented, but the Society needed to take a broad view. The invitation to appoint representatives would be coming to SAA, not the task force.

## Old Business

### *Proposed ACA Commission*

Tibbo reported that throughout the annual meeting she and Kenamore met frequently with the Academy of Certified Archivists' President David Gracy. They also met with NHPRC Executive Director Anne Newhall. Gracy agreed that the commission should include equal representation from SAA, ACA, and NAGARA. The list of potential participants included many with overlapping memberships in all three organizations.

Hickerson said what was really needed was a timetable for completing the proposal, since the NHPRC had an October 1 submission deadline. Gracy had indicated his comfort with SAA serving as the administrative body to receive the grant. He said it was still necessary to speak with NAGARA Executive Director Bruce Dearstyne to gauge their interest.

Kenamore said she and Tibbo planned to identify possible futurists to help inform the work of the proposed commission. She said they would have a conference call by the end of the week to work out the specifics of the proposal. Kenamore offered to serve as project manager.

### S. 217

Greene presented the issue of proposed legislation S.217, a bill to amend the IRS Code of 1986 to remove ambiguity

about the tax consequences of donating personal papers to libraries and archives, to four SAA units and also spoke with Karen Benedict, Ethics Committee Chair. The main suggestion that came from them was to make sure that there was a statement in the letter about the goal of equality of access. There was some differing opinion among units about how specific and extensive that statement should be. He presented a revised version of the letter.

Stout moved that Council accept the letter as amended. Eaton seconded. PASSED. Willis abstained.

Hickerson directed Fox to post on the leadership listserv that a copy of the letter would be available on the website. Greene should prepare an explanatory paragraph to accompany the letter when it is published in *Archival Outlook*.

### *Fellows Focus Group*

Eaton reported that the initial meeting was a good one with plenty of excellent brainstorming. She said there would be two subgroups to plan for fundraising possibilities for the coming year. At the Denver annual meeting there would be a special event to commemorate Gerald Ham's gift to SAA.

Hickerson said he would have an article on the fundraising initiative in the November newsletter. He would also write an annual giving letter.

## New Business

### *NHPRC*

Hickerson said Newhall had many ideas for projects SAA could be pursuing, for example making the *American Archivist* available via the Internet. Newhall said she would talk with her staff and contact Hickerson the following week. He also said SAA should see if JSTOR was interested in providing such access, although JSTOR was very university-centric.

Newhall had also said she favored the development of a public service announcement to communicate the value of the archival profession. Hickerson said he would like to discuss the idea with her in more detail. It would be possible to have an adver-

tising agency develop the spot on a pro bono basis. It could cost a great deal, but there would not be any point in doing one if it wasn't of high quality.

Hickerson said Nick Burckel had also suggested that SAA might come to NHPRC with a proposal for creation of an advanced fundamentals package of workshops to be conducted online. If they were created simultaneously they would be able to take advantage of synergies among them.

Hickerson inquired whether or not Council was comfortable with pursuing

these ideas with Newhall. Council members assented.

Hickerson then reviewed for Council the incoming members of the Executive Committee and its function.

### **Review of the To Do List**

Sink read the to do list.

The meeting adjourned at 7:15 p.m.

SUSAN E. FOX

*Executive Director*

Approved by Council January 29, 2000

## THE AMERICAN ARCHIVIST EDITORIAL POLICY

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**T**he *American Archivist* is the semi-annual journal of the Society of American Archivists. It seeks to reflect thinking about theoretical and practical developments in the archival profession, particularly in North America; about the relationships between archivists and the creators and users of archives; and about cultural, social, legal, and technological developments that affect the nature of recorded information and the need to create and maintain it.

The *American Archivist* is a refereed journal. Each submission will be reviewed by experts in the subject matter of the submission and a final decision for publication will be based on this review.

### Journal Contents

The *American Archivist* features a variety of types and lengths of articles. Except for book reviews, all inquiries and submissions should be directed to Philip B. Eppard, Editor, the *American Archivist*, University at Albany, State University of New York, School of Information Science & Policy, 135 Western Ave./113 Draper, Albany, NY 12222. Telephone: (518) 442-5115. Fax: (518) 442-5367. E-mail: pbe40@csc.albany.edu.

**Research Articles** are analytical and critical expositions based on original investigation or on systematic review of literature. A wide variety of subjects are encouraged.

**Case Studies** are analytical reports of projects or activities that take place in a specific setting and offer the basis for emulation or comparison in other settings.

**Perspectives** are commentaries, reflective or opinion pieces, addressing issues or practices that concern archivists and their constituents.

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The **Reviews** department evaluates books and other archival literature as well as the tools and products of archival activity such as finding aids, microfilm editions, audio-visual materials, exhibits, and computer software. On occasion it includes review essays to permit comparative analysis of related publications. Reviewers are selected by the Reviews editor. Direct inquiries to Barbara Craig,

Faculty of Information Studies, University of Toronto, 140 St. George Street, Toronto, Ontario, M5S 3G6 Canada. Telephone: (416) 978-7093. Fax: (416) 971-1399. E-mail: craig@fis.utoronto.ca.

The **Forum** contains letters to the editor commenting on recently published articles or other topics of interest to the profession.

### Manuscript Submission Requirements

Manuscripts should be typed in English on white paper 8 ½-by-11 inches in size. Computer-printed documents are preferred to be in near-letter-quality mode. Both text (including lengthy block quotations) and endnotes should be double-spaced following the text, not at the foot of each page. All pages should be numbered. The author's name and address should appear only on the title page, which should be separate from the main text of the manuscript. The preferred maximum length is 8,000 words for research articles and surveys and 3,000 words for case studies and perspectives, but these length requirements can be waived for certain articles in consultation with the editor. All articles should be accompanied by a 100-word abstract and author's biographical statement.

Four copies of the manuscript should be submitted for all types of articles. Illustrations are welcome in all departments. Only photocopies of photographs need be included with the initial submission of an article. Glossy 8-by-10 inch originals will be required when and if the article is accepted for publication.

Editors of the *American Archivist* use the *Chicago Manual of Style*, 14th edition (University of Chicago, 1993), as the standard of style and endnote format, and *Webster's Third New International Dictionary of the English Language* (Merriam-Webster Inc., 1995) for spelling. Terms having special meanings for members of the profession should conform to the definitions in Lewis J. and Lynn Lady Bellardo, comps., *A Glossary for Archivists, Manuscript Curators, and Records Managers* (Chicago: Society of American Archivists, 1992). Authors' variations from these standards should be minimal and purposeful.

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Authors will receive two complimentary copies of the journal in which their articles appear; reviewers receive two tear-sheets. Reprints/offprints may be ordered at the time page proofs are sent to the author for review.

### **Additional Inquiries**

Address additional inquiries about the *American Archivist* to: Teresa Brinati, Director of Publications, Society of American Archivists, 527 S. Wells St., 5th Floor, Chicago, IL 60607-3922. Telephone: (312) 922-0140. Fax (312) 347-1452. E-mail: tbrinati@archivists.org.

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